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14 MAR 1967

MEMORANDUM FOR: Support Services Staff

ATTENTION :

[REDACTED]

SUBJECT

: Automatic Data Processing Activity
of the Office of Security from Fiscal
Year 1964 Through Fiscal Year 1968

Please find attached hereto, in accordance with your request,
the reconstruction and projection, financial and historical, of the
Automatic Data Processing activity of the Office of Security from
fiscal year 1964 through fiscal year 1968.

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Original

[REDACTED]

Chief

Security Policy & Executive Staff

Attachment

Distribution:

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OS/E&PD: [REDACTED]:kf (10 March 1967)

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I. The Security Office Organization for ADP Management and Operations is as follows:

1. The Planning and Policy function for ADP/EDP in the Office of Security has been placed in the Security Policy and Executive Staff reporting to the Deputy Chief, Security Policy and Executive Staff.

2. The daily operational functions for all ADP/EDP activities are the responsibility of the Security Records and Communications Division.

3. All personnel engaged in ADP/EDP matters closely coordinate their activities with the person on the Security Policy and Executive Staff who has been designated to handle ADP/EDP matters on a full-time basis.

4. This policy has been implemented by the appointment of a professional employee to the Security Policy and Executive Staff to act in the capacity previously described and as an Information Processing Coordinator.

5. The daily operational functions are performed by one professional and 12 clerical Key Punchers/Verifiers. The Clerical Key Punchers/Verifiers figure in Fiscal 1968 is projected at 15.

6. The Office of Security leases and pays for two 026 Key Punch IBM machines. The Office further utilizes eleven 026 Key Punch IBM and eight 056 Verifiers IBM machines which are furnished and paid for by the Office of Computer Services.

II. The current ADP Projects are as follows:

(It is to be understood that in accordance with your request the SANCA SYSTEM includes SANCA and SEADORS. The Case Processing System includes SPECLE and CAPER.)

Project SANCA (Security Automated Name Check Activity)

1. Studies conducted in 1962/63 by a team composed of a Security representative, a DDS ADP representative, and a consultant from IBM led to the conclusion that the Office of Security 3 x 5 card index consisting of approximately 1,750,000 records, should be converted to machine language; and that a system should be developed to conduct index searches by computer.

2. The advantages and thus the justification for a computer name search system formulated by this team follow:

- a. Reduce the time factor in searching the index.
- b. Elimination of human error; thus a more thorough and consistent search would result.
- c. Significant reduction of physical space requirements.
- d. Unlimited growth potential with minimal increase of size and expense in contrast to a manual system.
- e. Retrieval capability of general categories of information of a security nature.
- f. More effective maintenance of index.
- g. Techniques developed could have significant relationships to other CIA data processing problems as well as other agencies' activities.
- h. Ultimately, personnel savings would result.

3. The Office of Security card index, arranged in alphabetical order, is checked to ascertain if there is a record, and if so, leads to dossiers which are filed in numerical order. Approximately two-thousand searches are made per day to satisfy Agency operational requirements, in-house

searches for security processing of clearances and approvals, in-house miscellaneous requests, and for other Government agencies under the "Outside Agency Name Check" program. Approximately 600 new records are added to the index each working day.

4. Working with the newly formed Office of Computer Services (OCS), which provided hardware, systems analysis, and programming support, a pilot project to determine the feasibility of computer searches, was conducted in the summer of 1963. The fifteen thousand records used in this study were key-punched by individuals in the Interim Assignment Section (Pool), Office of Personnel. Final approval to commence Project SANCA came in December 1963.

5. Discussions between OCS and the Office of Security led to an agreement to begin with an uncomplicated magnetic tape system wherein, after conversion, the Office of Security would batch routine search requests during the day, submit them to OCS at the close of the day to be run against the master file, and obtain the output the next morning. Expedite requests would continue to be searched by the manual system. The tape system would provide Office of Security personnel with experience in an automated environment. The ultimate aim was to convert the tape system to random access using remote inquiry stations. This system would, for all practical purposes, eliminate manual searches.

6. The conversion phase began in January 1964 and was completed in May 1966. It was agreed that the Office of Security would do the key-punching, utilizing contract personnel, since no additional T/O slots were authorized. An SR&CD employee with a records background and a keen interest with continual training in ADP was appointed Project Officer. A senior clerk from SR&CD, knowledgeable of the index, was appointed to assist him.

7. The conversion task was divided into two specific jobs, one of editing or formatting the index card for punching, the other punching and verifying. Editors coded the cards, eliminated non-essentials, and performed a mild purge of the index.

8. Editors and key-punchers entered on duty as available during calendar 1964 and 1965. There were resignations. Thus it is difficult to compute the actual man-hours utilized for the conversion without analyzing each personnel record.

9. A peak of thirty-three contract employees was reached in 1965. Some entered on duty as GS-03's; others as GS-04's. The key-punch supervisor achieved grade GS-06 by the end of the conversion. The total cost for contractual services follows:

FY 1964 - \$	14,511
FY 1965 -	137,086
FY 1966 -	120,719
FY 1967 -	17,000
FY 1968 -	28,000

10. In March 1966, a phase-out of contract editor personnel began. While SR&CD preferred that they remain with the project to engage in clean-up programs, most of the editors urgently desired to convert to staff employment. All who so desired obtained staff jobs, mostly with other Agency components. Key-punch personnel were converted to staff employment in May and July 1966, being absorbed without an increase in T/O strength.

11. OCS paid the rental on key-punch equipment during the conversion and continues to do so. OCS supplied all programming support, estimated to require the full time services of one programmer for the calendar years 1964-65-66. The same support will be required for most of 1967 for reasons stated later. Systems analysis support is estimated to be three-fourths of a man-year in 1964, one-half a man-year in 1965 and 1966. Extensive programs were required for the card to tape process, the search program, the up-date program, the print program, the charge-out program, and the production of a new index card.

12. Initially, during the conversion, the IBM 1410 was used. From about November 1965 the IBM 7010 has been used by OCS to process SANCA. The average monthly computer time used by SANCA to date follows:

MONTHLY AVERAGE

	**1410 7010	1401	360/65	I/O
*1964	7	10	0	0
1965	70	7	0	0
1966	120	0	1	13

*Calendar Year

** The 7010 replaced the 1410 in the fall of 1965.

13. After the conversion in May 1966, the system had the capability of running searches although the update program (add, delete, change records) had not been completed. This enabled SR&CD to inaugurate a training program within the Office of Security to acquaint personnel with computer/outputs. Beginning in July 1966, computer searches began on a modest scale, introduced on the basis of moving along as fast as new procedures could be absorbed by Office of Security personnel. By the end of January 1967, all checks for other Government agencies and a substantial number of in-house searches, both miscellaneous and case processing, had been introduced into the system. The target date for complete implementation is 31 March 1967.

14. The Office of Computer Services is planning, with a target date of mid-FY 1968, to program SANCA for the IBM 360 utilizing random access in lieu of magnetic tape. Remote inquiry stations will be delayed awaiting the reality of time-sharing computers.

15. In summary, SANCA is being developed without the benefit of a prototype or similar system. Production in SR&CD has been maintained without interruption or delay. There is considerable maintenance yet to be done on the file which will require computer support and will be more readily accomplished because the index is in machine language. Modifications and sophistications of input/output will take place for the next few years.

Project SEADORS (Security Automated Dossier Retirement System)

1. The Security Automated Dossier Retirement System is basically a listing of some 150,000 retired security files. The list is updated once a month by adding additional records and deleting records for files which have been recalled from retirement.

2. The system is maintained by submitting punched cards to the Office of Computer Services on a monthly basis. The punched cards (one (1) per record) contain a name, date of birth, security file number and Records Center Job and Box number. The Office of Computer Services processes the punched cards on an IBM 7010 computer and produces a printed machine listing of retired files in file number order for use by SR&CD files personnel.

3. The SEADORS computer tape record is used in conjunction with the output of Project SANCA. Retirement information from SEADORS is transferred by computer to the results of the computer searches, thereby making retirement data available at the name tracing level and precluding the use of the machine listings mentioned in paragraph 2 above. The machine listings are still required, however, since not all name searches are done by computer.

4. Project SEADORS was implemented in the summer of 1965 by key-punching approximately 70,000 retirement records which were initially compiled by the SR&CD Files Unit as part of the manual retirement system. Approximately 1200 man-hours were expended in key-punching the original 70,000 retirement records. One clerk is now required to keep the system updated, a process which involves retiring new files, recalling files from retirement and key-punching these transactions.

5. The Office of Computer Services expended approximately 40 man-hours of programming effort for Project SEADORS. This relatively small figure for programming was possible since a utility program was modified to do the job. SEADORS utilized a monthly average of one hour computer processing time on the IBM 1410 during the last six months of 1965. In 1966, a monthly average of four hours for processing was used on the IBM 7010; and a monthly average of four hours was used for Input/Output.

6. Project SEADORS was adopted for the following reasons:

a. The manual file retirement system was in need of improvement since over the years many different record formats had been used to record retirement data. For instance, some retirement records were contained on 3 x 5 cards, some contained in old notebooks, while others were contained on paper tape.

b. SR&CD was in the process of automating its index and a method for linking retirement data to the index search was desired.

c. It was felt that improving the retirement system would result in overall increased efficiency in the retirement operation. N. B. The retirement unit today has three (3) times the capacity for retiring files as it had prior to installation of this system. Approximately 75,000 additional files have been retired in less than two (2) years under the new system.

7. Plans have been formulated in SR&CD and OCS to expand the file retirement system to a file locator system which will include permanent charged files as well as retired files. Target date for this new system is Fall of 1967.

8. For example, approximately 3000 security files are not physically located in the Security Records and Communications Division but instead are permanently charged to the Personnel Security Division, Security Research Staff and the Director of Security's Office. Present procedures require that SR&CD files personnel check the shelf to discover that a file is charged out. The planned file locator system will provide the permanent charge-out information as well as the retirement information at the name trace level. Files personnel will no longer have to check the shelf for these files.

SPECLE (Special Clearance)

1. Historically, the Compartmented Information Branch (CIB) was the first office in the Agency to become automated. In March of 1962 the decision was made to automate CIB records. One year later - March 1963 - the conversion and programming was completed.

2. As of January 1964, CIB had been automated for almost a year to the extent that lists of special codeword clearances and/or approvals (hereafter referred to as clearances) were able to be provided CIB customers. Customers being those components of the Agency and other Government agencies authorized access to this information.

3. Information contained in the records maintained by CIB is primarily programmed to provide machine runs of clearance information alphabetically by individual names and by the organization the individual is employed, with refinements of any one clearance to any combination of clearances held by individuals and the organizations with whom they are associated.

4. In 1964, CIB was recording 31 separate clearances. Four of these clearances were not separately retrievable, but by the use of number 5 in column 79, CIB was able to determine the individuals holding those four clearances (nor is it necessary as another office provides a separate machine run on these clearances). In 1964 each deck (alpha and org) contained 41,000* names. Also, in this year CIB had 108 machine runs produced by OCS. Of this number, 48 were special runs, 60 were regular (CIB differentiates "special" runs as those requested by memorandum on an individual basis while "regular" as those runs requested on a continuing basis).

5. During this period CIB had one IBM card punch machine and one IBM verifier machine. Time spent in punching and verifying equalled one man-year (GS 4/5) and card accuracy check equalled 3/5 man-year (GS-4). Distribution of runs equalled 6 man-days per year (GS-8). Computer time was 108 hours on the 1410 and on the 1401, 144 hours or a total of 252 hours.

6. In 1965 the number of clearances being recorded was unchanged as two clearances were dropped and two new clearances were added. Each deck increased to 47,000* cards. During this period CIB had 144 machine runs -- 48 special and 96 regular. Time spent in card punching, verifying and accuracy check remained the same, while distribution time increased by one man-day per year. Computer time was 372 hours on 1410 and 36 hours on the 1401 for a total of 408 hours.

7. In the first three quarters of 1966, the number of clearances were unchanged. Then two events occurred, one of which from a programming point of view created a bit of interest. The first occurrence was the reduction in numbers of clearances recorded, being reduced to 22, with

*Figures rounded to the nearest 1000.

one being kept in the computer's memory bank. The other was CIB passed the originally programmed 300 organizations. The computer refused to accept the additional organizations until the problem was discovered by OCS and the library was reprogrammed upward to infinity.

8. For this period the decks had increased to 52,000* names each. Card punch, verifying time and accuracy check remained unchanged. The last two months of 1966, the card punching and verifying was transferred along with the equipment to SR&CD. However, pre-punching accuracy checks were and are still conducted by CIB at the same rate as before.

9. There was a marked increase in machine runs, up to 372 -- 144 special and 228 regular. Distribution time increased to 26 man-days per year. Computer time was 156 hours on the 7010 and 144 hours on readout for a total of 300 hours.

10. 1967 should see a larger rise in the number of cards in each deck as a new category of Research and Development clearances will be recorded. An estimate of the deck would be about 59,000* and 1968 about 64,000*. All other factors should increase proportionately.

11. One fact that should be borne in mind is that the annual deck increase does not reflect the basis of card punch and verifying or accuracy check time as there are great numbers of additions and deletions of clearances held by individuals already in the deck. This may best be shown by taking a random month with 54,000* name cards in the deck. In that same month those 54,000 persons held a combination of 117,200** clearances.

12. CIB does not contemplate any major programming changes in 1968. There will always be additions or deletions in the clearances being recorded. There will also be a growth in the number of machine runs requested.

*Figures rounded to the nearest 1000

** Figures rounded to the nearest 100

CAFER (Case Processing Evaluation Report)

1. In April 1951, a case control system for overt cases processed by the Office of Security for either a Top Secret clearance or requiring a full field investigation was established in what was then the Records Branch. This system of record keeping utilized a pre-printed 3 x 5 card recording the following actions:

Name

File Number

Request Date

Type of Case

Requestor

Date Opened

Clearances Requested

Provisional Clearance Action

Date Investigation Requested

Date Interim Reports received

Date of Receipt of Final Investigative Report

Date Case Closed

Type of Closing Action

All actions were hand-posted on these records.

2. On 24 July 1952, the records were modified using an 80 position IBM punch card and an IBM card punch machine. This system provided a more comprehensive card record and a monthly print-out using an IBM Electrical Accounting Machine (EAM). This system provided a more sophisticated record system, a more accurate record, required less time to record, and required the services of one less clerk. The monthly print-out consisted of an alphabetical listing of cases closed, the file numbers, types of cases, and types of closing actions.

3. On 1 November 1952, the EAM print-out was expanded to furnish additional pertinent statistics to use in preparation of the monthly Office of Security report on overt and semi-covert cases handled. This report provided the following additional data:

Cases pending beginning of month.

Cases opened in current month.

Investigations cancelled in current month.

Cases pending at end of month.

In addition, this system actually became a part of an integrated records system at this time. The Office of Security established a record on new cases almost immediately upon receipt and with one punching of the control card duplicated cards for OS indices and DDP/RID. Later, the system was again modified to punch duplicate cards for use by other OS components for case control purposes.

4. In March of 1963, the Security Records and Communications Division received the first monthly and semi-monthly Overt Case Processing reports compiled by computer. These reports are subdivided into six reports and 12 lists of names as follows:

Report 1 - Statistical Totals of Cases in Process.

Report 2A - Status Reports on Personnel Cases.

Report 2B - Status Reports on Other Overt Cases.

Report 3 - Statistical Totals of Cases Closed Last Month.

Report 4 - Analysis of Processing Time on Accountable Cases.

Report 5 - Analysis of Processing Time on Non-Accountable Cases.

Report 6 - Miscellaneous Statistics on Case Processing.

Lists A & F - Cases in Appraisal Section, PSD.

Lists B & G - Cases in Investigative Division.

List C - Cases in Deferred Status.

Lists D & H - Cases in Preliminary Review Section, PSD.

Lists E & I - Cases in SR&CD.

List J - Cases Closed by Security Disapproval.

List K - Cases Closed during Last Month.

List L - Cases Opened during Last Month.

5. Our present IBM Control Card is used as follows:

Columns	1 - 29	-	Name
	30 - 34	-	Request Date
	35	-	Requestor
	36 - 40	-	Request Number
	41	-	Type of Case
	42	-	Type of Clearance Requested

Columns	43 - 48	-	File Number Assigned to Case
	49 - 52	-	Date Opened in SR&CD
	53 - 56	-	Date Case Sent to ID/3
	57	-	Coverage Requested
	58	-	(Not Used)
	59 - 62	-	Date of Final Report
	63	-	Type of Final
	64 - 67	-	Date of Provisional
	68	-	Type of Provisional
	69 - 72	-	Date Case sent to FRS/FSD
	73 - 77	-	Closing Date
	78	-	Closing Action
	80	-	Security Disapproval Code

6. Preparation of the monthly and semi-monthly Overt Case Processing reports required a monthly average of five hours computer time in 1964, six hours in 1965, and 4 hours in 1966. Since 1952, the overt case control system has required the services of two Information Control Clerks -- a GS-6 and a GS-5, and one IBM card punch machine.

7. The Control Desk and the computer reports are an essential part of the Office of Security records system and are the only case controls for the Personnel Security Division. In this sense it is a management tool of the Office of Security. The Control Desk records are used to determine the status of any pending case at anytime and permit answers to many inquiries without pulling the case file. The computer reports are the Office of Security's sole source of statistical information on cases within its system -- statistics which are vital to Office periodic reports and to our budget.

III. Interrogation Research Division Research

1. Since Fiscal Year 1964, IRD has been involved in a research program administered by the DDS&T/ORD to develop automated processing techniques to apply to polygraph derived data. To date we have not used this or other ADP techniques in-house. However, as a result of our research program, IRD will possibly utilize ADP hardware and software for the processing of physiological, biographical, and examiner judgment data within the time span covered by the Agency's five-year ADP plan.

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- a. investigate new physiological and biochemical measures of stress;
 - b. develop automated techniques for processing physiological and biochemical data;
 - c. develop improved monitoring devices to aid in detecting stress; and
 - d. establish validity and reliability of present techniques.

From July 1964 to March 1965, IRD trained four contractor representatives and, in turn, IRD personnel were trained in the application of the program.

3. In March 1965, four interrogation rooms were modified to include an FM multiple physiological data acquisition system placed in line with standard polygraph instrumentation. An analog one inch tape recorder was installed to record the data collected. Additionally, arrangements were made to have biographic and examiner judgment information related to the chart (physiological) data key punched within the Agency. IRD began the collection process in April 1965 and to date has processed approximately 1,000 subjects through the system. The collected data has been and is processed at the where the analog and key punched data are collated and transformed to digital form. This digitized data is processed through computer programs in an effort to develop a pattern recognition system for automatic polygraph chart analysis.

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tract includes provisions for the possible transfer of the entire data processing system in-house on an interim basis, still only concerned with the processing of data derived from four of our thirteen interview rooms. Recommendations and decisions relating to this transfer will be made around July 1967. This will either be in the form of software computer programs to be processed through existing Agency general purpose computers or a recommendation for utilization of a special purpose computer designed for this Division. All concerned at this time consider the general purpose approach to be more likely. Complete conversion of the IRD process to an operational ADP system, if found to be feasible and acceptable, will probably not take place before FY 1970.

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6. Manpower expended by this Division, FY 1964-1968, on the ADP aspects of our research effort has been in the form of data collection and preparation and has amounted to two to four man-hours per day.

IV. Building Security Branch, Physical Security Division

1. The Identification Section, Building Security Branch has maintained IBM listings of a wide variety of Agency badges and credentials from the Fiscal Year 1964 to the present Fiscal Year. The Identification Section supplies the Office of Computer Services with IBM cards showing pertinent information which has been coded on the "IBM 26 Printing Card Punch Machine" located in that Office. This machine is used approximately five (5) manhours per working day. The IBM cards are forwarded monthly to the Office of Computer Services where the information is processed and the following listings are prepared as scheduled:

<u>LISTINGS</u>	<u>TYPE OF HARDWARE</u>	<u>DUE</u>	<u>MANHOURS IN OCS</u>	<u>DATES</u>
I. Badges Personnel				
1. Staff	RCA-301	Monthly	3-Hrs/Month	FY 64-68
a. Alphabetical				
b. Numerical				
2. Visitor-No-Escort	EAM-Equipment	Monthly	2-Hrs/Month	FY 64-68
a. Alphabetical				
b. Numerical				
3. General Services Administration	EAM-Equipment	Monthly	2-Hrs/Month	FY 64-68
a. Alphabetical				
b. Numerical				

<u>LISTINGS</u>	<u>TYPE OF HARDWARE</u>	<u>DUE</u>	<u>MANHOURS IN OCS</u>	<u>DATES</u>
4. Chesapeake & Potomac Telephone Company	EAM-Equipment	Monthly	3-Hrs/Month	FY 64-68
a. Alphabetical				
b. Numerical				
5. Badge Listings	RCA-301	Quarterly	1-Hr/Quarter	FY 64-68
a. Type I-B				
b. Contract - A				
c. Area Codes				
(1) Alphabetical				
(2) Numerical				
6. Badge Deletions	EAM-Equipment	Monthly	3-Hrs/Month	FY 64-68
a. Staff				
b. Visitor-No-Escort				
c. General Services Administration				
(1) Alphabetical				
(2) Numerical				

<u>LISTINGS</u>	<u>TYPE OF HARDWARE</u>	<u>DUE</u>	<u>MANHOURS IN OCS</u>	<u>DATE</u>
II. Credentials				
1. <div style="border: 1px solid black; width: 150px; height: 30px; display: inline-block;"></div>	EAM-Equipment	Monthly	3-Hrs/Month	FY 64-68
a. Alphabetical b. Numerical				
2. Credential Deletions	EAM-Equipment	Monthly	1-Hr/Month	FY 64-68
<div style="border: 1px solid black; width: 150px; height: 30px; display: inline-block;"></div>				
(1) Alphabetical (2) Numerical				
III. Rosters				
1. Buildings Access (Escort-Non Required)	EAM-Equipment	Monthly	3-Hrs/Month	FY 68
2. Secure Area Custodian	EAM-Equipment	Monthly	4-Hrs/Month	1/2 FY 68

<u>LISTINGS</u>	<u>TYPE OF HARDWARE</u>	<u>DUE</u>	<u>MANHOURS IN CCS</u>	<u>DATE</u>
3. Safe Combinations	EAM-Equipment	Annual	12-Hrs/Month	FY 64-68
4. Visitor-No-Escort	EAM-Equipment	Quarterly	16-Hrs/Quarter	FY 64-68
a. Alphabetical				
b. Numerical				

V. OS Personnel Who Have Had External ADP Training Fiscal Years 1964 - 1968

<u>No Cost</u>					
<u>Fiscal Year</u>	<u>No. of Personnel</u>	<u>Facility</u>	<u>Course</u>	<u>Total Hours</u>	<u>Grade</u>
1964	13	IBM	Executive Seminar	273	GS-14
1965	2	IBM	Executive Seminar	42	GS-14
	1	GSA	Source Data Automation Workshop	40	GS-13
	1	IBM	Computer Concepts for Non-Programmers	16	GS-13
1966	2	IBM	IBM 360 Introduction IBM 360 COBOL Programming	64	GS-10
	1	National Archives	Source Data Automation ADP Input Systems	24	GS-14
1967	2	UNIVAC	ADP Management Seminar	80	GS-13/14
	2	RCA	EDP Concepts for Management	32	GS-14
1968	None				
Total	24			571	

CS Personnel Who Have Had External ADP Training Fiscal Years 1964 - 1968

At Cost

<u>Fiscal Year</u>	<u>No. of Personnel</u>	<u>Facility</u>	<u>Course</u>	<u>Hours</u>	<u>Grade</u>	<u>Cost</u>
1964	1	American Univ.	Tenth Institute on Electronic in Manage- ment	40	GS-13	\$100.00
	1	American Univ. (Part time)	ADP Systems	46	GS-13	108.00
	2	CSC	Introduction to ADP in Tech Info Systems	32	GS-13	50.00
1965	1	CSC	ADP Management & Administration	24	GS-14	75.00
	3	CSC	ADP for Systems Analyst	240	GS-13/14	130.00
	1	American Univ. (Part time)	The Systems Approach	46	GS-13	138.00
	1	American Univ. (Full time)	Management of ADP	46	GS-13	120.00
	1	CSC	Systems Analysis Seminar	64	GS-13	90.00
	2	CSC	ADP Orientation	80	GS-13	100.00

Fiscal Year	No. of Personnel	Facility	Course	Hours	Grade	Cost
1965	1	CSC	Field Work Program in Systems Analysis	40	GS-10	90.00
1966	1	CSC	Executive Seminar in ADP	16	GS-17	75.00
	1	CSC	Executive Workshop in ADP Systems Analysis	24	GS-14	135.00
	1	CSC	Executive Workshop in ADP Programming	40	GS-14	150.00
	2	CSC	ADP Orientation	80	GS-14	100.00
	1	Brandon	Management Audit of Data Processing	8	GS-14	75.00
	1	American Univ.	Management Information Systems	46	GS-13	16.00
	1	American Univ.	Management Information & Reporting Systems	46	GS-13	140.00
	1	American Univ.	Systems Design for Business Operations	46	GS-13	136.00
	1	GWU	BAD 113 Introduction to ADP	46	GS-10	90.00
	1	GWU	Data Processing Programming	46	GS-10	90.00

<u>Fiscal Year</u>	<u>No. of Personnel</u>	<u>Facility</u>	<u>Course</u>	<u>Hours</u>	<u>Grade</u>	<u>Cost</u>
1966	1	GWU	Basic Principles of Statistical Methods	46	GS-10	90.00
1967	2	CSC	Executive Seminar in ADP	32	GS-16/17	75.00
	1	American Univ. (Part time)	The Systems Approach	46	GS-10	120.00
	1	American Univ. (Part time)	ADP Systems	46	GS-10	120.00
	2	CSC	ADP Orientation	80	GS-13	100.00
1968	<u>None</u>					
	32			1,306		2,515.00

TOTALS

<u>Fiscal Year</u>	<u>No. of Personnel</u>	<u>Hours</u>	<u>Cost</u>
1964	4	118	258.00
1965	10	540	743.00
1966	12	444	1,097.00
1967	6	204	415.00
	32	1,306	2,515.00

VI. As near as can be constructed, the following are the compilations of the Office of Security in accordance with your request:

OFFICE COSTS COMPILATION
PER FISCAL YEAR 1964-1968

Costs	<u>1964</u>	<u>1965</u>	<u>1966</u>	<u>1967</u>	<u>1968</u>
Personnel	\$46,800.00	\$169,827.00	\$153,527.00	\$104,327.00	\$131,827.00
Training	258.00	743.00	1,099.00	415.00	Unknown
Equipment	<u>1,476.00</u>	<u>1,476.00</u>	<u>1,476.00</u>	<u>1,476.00</u>	<u>1,476.00</u>
	\$48,534.00	\$172,046.00	\$156,102.00	\$106,218.00	\$133,303.00
Rounded to nearest hundred	\$49,500.00	\$172,000.00	\$156,100.00	\$106,200.00	\$133,300.00

OFFICE MANPOWER COMPILATION
PER FISCAL YEAR 1964-1968

Manpower	<u>1964</u>	<u>1965</u>	<u>1966</u>	<u>1967</u>	<u>1968</u>
Management	4	4	4	4	4
Key Punchers/ Verifiers	<u>6</u>	<u>30</u>	<u>27</u>	<u>12</u>	<u>15</u>
Total Manpower	10	34	31	16	19

OFFICE EQUIPMENT COMPILATION
PER FISCAL YEAR 1964-1968

ADP-Equipment	1964	1965	1966	1967	1968
Alpha Print Punch Model 1 and Alternate Program #26-96029	1	1	1	1	1
Alpha Printing Punch Model-1 #26-81726	1	1	1	1	1
Total Equipment	2	2	2	2	2

25X1

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